Virginia Department of Education

OMEGA

Online Management of Education Grant Awards (OMEGA) User's Guide

UNDER CONSTRUCTION

Virginia Department of Education
OMEGA
User's Guide

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Introduction: Online Management of Education Grant Awards

Overview

Purpose

This manual is designed to instruct the department staff and authorized subrecipient staff how to log in and utilize the OMEGA software. Instructions contained in this manual include logging on to the department's secure internet portal, Single Sign-on for Web Systems (SSWS), accessing OMEGA YADDA YADDA

Software / Hardware Requirements

This web-based software is designed to work on standard PCs, utilizing Windows 95 and later versions of Windows operating systems, or Mac operating systems. Screens display optimally in a maximized browser window in a minimum resolution of 800x600 with small fonts (this is the windows default) and no browser bars (favorites, history) open. Browsers include Internet Explorer 5.5 and above or Netscape 6.2 and above. Adobe Acrobat reader is required to view the online documentation.

Standards

Samples of screens ("screen-shots") are provided throughout, and any keyed instructions or keywords are printed in **bold**. Buttons are typically represented by images of the buttons found on the screens. "Screen-shots " are based on Internet Explorer 6.0, but the functionality and steps are identical for Netscape and other versions of Internet Explorer.
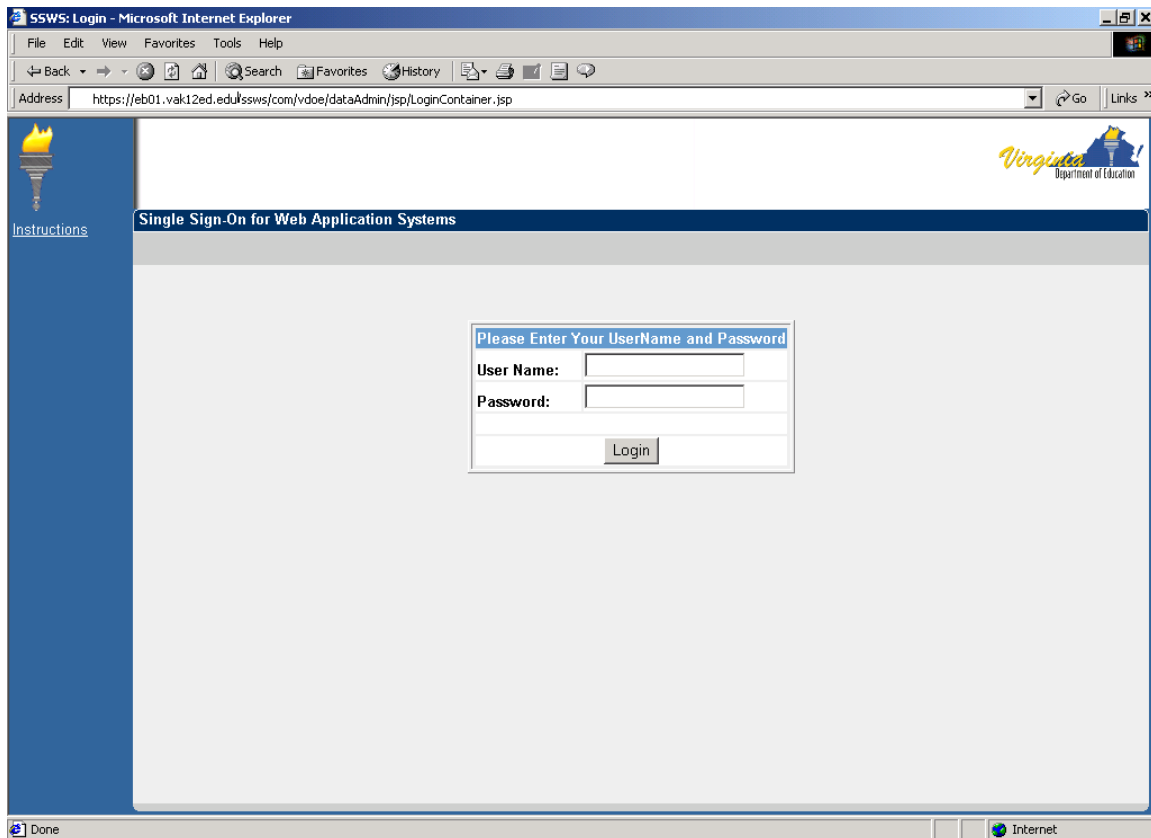
Logging In

Enter the Web address (URL) for SSWS:

https://eb01.vak12ed.edu/ssws

The Web page in **Figure 4** will appear (for this manual, the browser images are based on Internet Explorer, but the functionality and steps are identical for Netscape).

Figure 4

Enter your assigned **User Name** and **Password** (these are provided to you by your SSWS Account Manager). Click the ⬚Login⬚ button to proceed.

Note: If you spend more than twenty minutes on any single page then the next page you visit will redirect to the login page. In order to remain logged in to VDOE's web system, you cannot stay on any one page for longer than twenty minutes.

An improper login will produce the following message (**Figure 5**); click on the

Click Here To Continue button to continue.

Figure 5

After successfully logging in, the VDOE Sign-On Home Page will appear (**Figure 6**). The "menu" in the center of the page will display the systems you may access. Your screen will reflect those applications which you have been granted access rights by the Account Manager. Minimally this will include OMEGA.
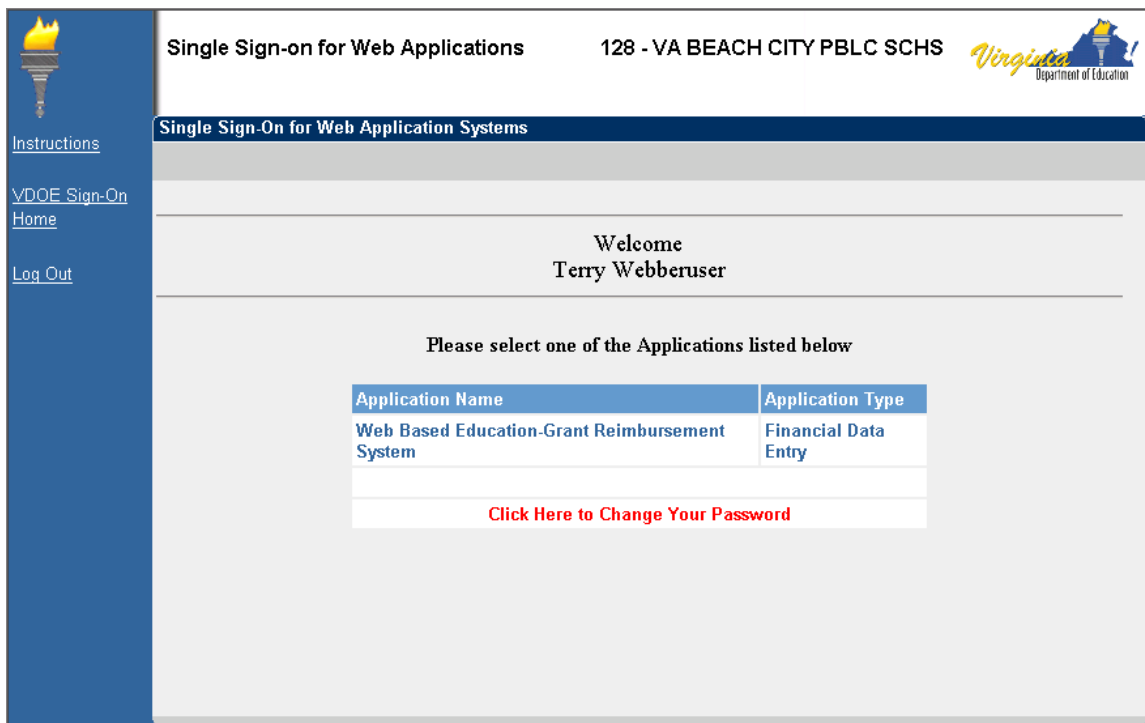
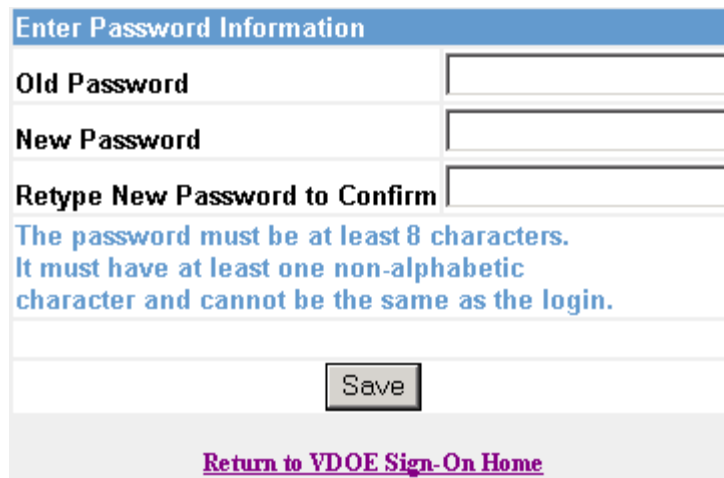**Figure 6**

Changing Passwords

Users change their passwords via the SSWS application. **Note: SSWS requires that your password be changed every 90 days. You cannot change your password to be a password you've previously used.**

Click on the <u>Click Here to Change Your Password</u> link, and the page in **Figure 7** will appear.
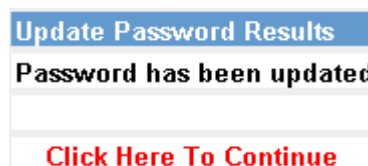
Enter Password Information

Old Password	
New Password	
Retype New Password to Confirm	

The password must be at least 8 characters.
It must have at least one non-alphabetic
character and cannot be the same as the login.

Save

Return to VDOE Sign-On Home

Figure 7

Enter your old password and your new password. Retype the new password to confirm. All passwords will display as a series of asterisks (*****). Follow standard industry guidelines for passwords; use a series of letters and numbers; avoid common and obvious words, e.g., your children's first names, etc. SSWS requires that the password be at least 8 characters, have at least one non-alphabetic character and be different from the user login. Click on the Save button to store your new password. You will use this password at your next login.

Following a successful save of your new password, the message in **Figure 8** will appear.

Update Password Results
Password has been updated

Click Here To Continue

Figure 8

Click on the **Click Here To Continue** link to continue.

Accessing OMEGA

After successfully logging in to SSWS, click on the menu option to access the OMEGA Home page.

A sample OMEGA Home Page appears in **Figure 9** below.

Figure 9

OMEGA Home Page

Grant Award Project Selection

Reimbursement Request

Logging Out

Click on the **Logout** link to sign-off Alternatively you can simply shutdown your browser.